

## City of Gardner Position Description

### CITY ENGINEER

*Position Title:* City Engineer  
*Department:* Public Works  
*Reports To:* Public Works Director  
*Salary Range:* 9  
*FLSA Status:* Exempt (not eligible for overtime pay)  
*Last Update:* March 1, 2006

#### **Job Summary:**

The City Engineer is responsible for managing the Engineering Division of the Public Works Department, infrastructure planning, and the administration of capital improvement projects. The City Engineer reports to the Director of the Public Works. This position works closely with the other divisions within the Public Works Department and with other city departments.

#### **Job Scope:**

Responsibilities of the City Engineer include managing the Engineering Division of the Public Works Department and planning, coordinating and supervising the design, construction and inspection of all capital improvement projects and any other public improvements that relate to streets, utilities or any other type of public infrastructure. Administration of these duties shall be in accordance with the laws, codes, policies and regulations as set forth by the Department, the City of Gardner, and the State of Kansas.

#### **Essential Duties and Responsibilities:**

- Plans, directs, and supervises the activities of the Engineering Division
- Prepares and administers the budget for the Engineering Division, assists in preparing the Capital Improvement Plan for streets, utilities and other infrastructure;
- Coordinates the review of all utility extensions in subdivisions and developments;
- Coordinates the review of all site plans in accordance with the city codes, policies, and regulations;
- Coordinates and supervises the implementation of Capital Improvement Projects and construction of public infrastructure improvements;
- Responsible for creating and maintaining engineering records and files, performs engineering studies and reports as requested by the Public Works Director;
- Maintains and updates standard specifications, official city map, utility records, easement and right of way descriptions;
- Maintains and administers the flood plain development ordinance and the storm-water management plan;
- Meets and confers with the public, developers, and contractors in regard to proposed development or problems relating to development;
- Makes presentations to City Council, Planning Commission, and citizens groups and represents the City on committees or task forces;
- Develops and implements engineering division policies and priorities;
- Participates as a member of the Public Works Department management team;
- Performs other related duties as deemed necessary or as required.

#### **Education, Certification and Experience Requirements:**

Bachelor of Science degree In Engineering (preferably in civil engineering or with a strong emphasis on civil engineering) and a minimum of five years experience in design and construction of projects, preferably in the municipal public sector. Must have a valid driver's license. Licensure in the state of Kansas as a Professional Engineer (PE) within six months of employment.

#### **Skills, Knowledge and Abilities:**

A thorough knowledge of the principals and practices of Civil Engineering and a fundamental knowledge of municipal engineering and public works. Must be able to make decisions with little supervision and supervise and coordinate work relating to the personnel in the Engineering Division. Proficiency in the use of a personal

computer. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, city elected and appointed officials, and the general public.

**Tools and Equipment Used:**

Personal computer including word processing and spreadsheet applications; telephone; copier; facsimile, and vehicle.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, and the ability to work safely in hazardous situations. While performing the duties of this job, the employee is also required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

**Selection Guidelines:**

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.